



NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

DON ROWLAND  
CHIEF OPERATION OFFICER

3 September 2014

MEMORANDUM FOR ALL CAP SENIOR MEMBERS

SUBJECT: Civil Air Patrol Board of Governors Member-at-Large

1. The Board of Governors is the governing body of CAP and as such governs, directs and manages the affairs of the Corporation. This Board is comprised of 11 highly qualified individuals tasked with ensuring the continued success of Civil Air Patrol. Civil Air Patrol has four Member-at-Large representatives on the Board of Governors. These Members-at-Large are selected in accordance with CAP Regulation 35-9, *Board of Governors, Wing and Region Commander Selection Procedures*, serve a three year term, and are eligible for one additional term beyond their original appointment.

2. CAPR 35-9 states that when a vacancy is known, an announcement will be made to the general membership. The terms of one of our Members-at-Large, Colonel Timothy C. Verrett, will expire 3 November 2014. CAP members may nominate themselves to serve on the Board of Governors to fill this position. Individuals currently serving as a Member-at-Large who wish to be considered for an additional term must also submit an application for consideration. Minimum requirements for this position are:

Senior member in good standing  
CAP grade of major or above  
Earned the Paul E. Garber Award (Level IV)  
Have at least 5 years Civil Air Patrol membership

Additionally, members who choose to apply are subject to the membership rescreening process.

3. Individuals currently serving as: commander, vice commander, or chief of staff at national, region or wing level; a member of the National Commander's staff; or a corporate employee may apply, but if selected, must resign their position prior to accepting the Board of Governors position. Additionally, former National Commanders with less than six years since conclusion of their term as National Commander are not eligible to apply. Interested members should submit a letter requesting consideration with an attached CAP resume (other qualifications that have a direct relationship to CAP may be included). Requests must be sent to the CAP Senior Advisory Group through HQ CAP/DP by email to [sparker@capnhq.gov](mailto:sparker@capnhq.gov) or by mail at the address listed below. **Applications must be received by National Headquarters not later than 1630 on 3 October 2014.**

HQ CAP/DP  
Attn: BOG Nominations  
105 South Hansell Street  
Maxwell AFB AL 36112-5937

4. All requests for consideration will be reviewed by the CAP Senior Advisory Group in accordance with the procedures outlined in CAPR 35-9, paragraph 3. If additional information or assistance is required you may contact Ms Susan P. Parker, at (877) 227-9142, extension 212, by fax at (334) 953-4262, or by email at [sparker@capnhq.gov](mailto:sparker@capnhq.gov).

A handwritten signature in black ink, appearing to read "Don Rowland", with a stylized, cursive script.

DON ROWLAND  
Chief Operating Officer